

Uploading a Redacted Document and Marking Public

The Public flag is only available once a document has been uploaded into NxGen. Therefore, the below steps must be performed:

- 1) Create the Redacted Document
- 2) Upload a Redacted Document
- 3) Mark the Document Task Public

1) Create the Redacted Document

First, Download the document onto your Desktop or any working area on your computer.

Locate the Dismissal Letter that you want to redact.

- a. Click the **Cases** tab, query for the case, maneuver to the Case > Action tab and click on the **Action** name link.

The screenshot displays the NxGen Case Management System interface. The top navigation bar includes tabs for Home, Cases, Actions, Tasks, Contacts, Accounts, Calendar, Document Search, and Hot Topics Administration. The 'Cases' tab is selected, and the 'Case List' is shown. The case 'Jodi test' is selected, and the 'Action Detail' tab is active. The 'Action Name' column in the table is circled in red, highlighting the 'Dismissal' action.

Action Name	Action Type	Action Team	Comments	Office Due Date	Status	Office Disposed D	Allegation Name	Bargaining Unit	Created	Off
> Dismissal		Region 09, Cincinnati			Open	7/21/2009 12:32:38	Concerted Activities		10/22/2009 01:32:2	

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- b. Scroll down to the **Action Tabs**. Click on the **Documents** Tab.

Case No.: 09-CA-000040 Status: Open IA Category: Action Team: MHAMRICK

Case Name: Jodi test Action Determination: Expedited: Office Assigned: OCIO

Action Name: Dismissal Action Disposition: Full Expedited Reason: Issues:

Action Type: Non-Merit Action Disposition Date: Due Date: Allegations:

Adjusted: Suspended: Void/Revoked:

Cases Approvals **Tasks** Due Dates EOTs Suspensions Action Team Task Plans Documents Action Notes Audit Trail Issues

Menu New Delete Query Request Approval Generate Document All Tasks 1 - 1 of 1 Add Add From Template

New	View	Info	Task Type	Description	Document Subty	Next Approver	Received Date	Finalized Date
>	*	View	Info	Document	DIS.09-CA-000040.dismissal letter	Dismissal Letter	11/2/2010 12:00:00	

- c. Click on the document icon or the document name to open the document.

Action Type: Non-Merit Action Disposition Date: Due Date: Allegations:

Adjusted: Suspended: Void/Revoked:

Cases Approvals Tasks Due Dates EOTs Suspensions Action Team Task Plans **Documents** Action Notes Audit Trail Issues

Filter: Add Add From Template Scan Help

Documents Emails Showing 1 to 1 of 1 entries

Info	Document	Date	Date Description	Party	Compliance	Sensitive	Functions
i	DIS.09-CA-000040.dismissal letter	11/02/2010	Received	NLRB - GC			✓

Showing 1 to 1 of 1 entries

- d. When the document opens, save the document as a PDF file. If the document is a Microsoft Word file, print to Adobe to create the Adobe file. Click on **File, Print**

DIS.09-CC-001000.Test_case[1].doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

New... Ctrl+N

Open... Ctrl+O

Close

Save Ctrl+S

Save As...

Save as Web Page...

File Search...

Permission

Versions...

Web Page Preview

Page Setup...

Print Preview

Print... Ctrl+P

Print to PaperPort (PDF)

Send To

Properties

100%

B I U

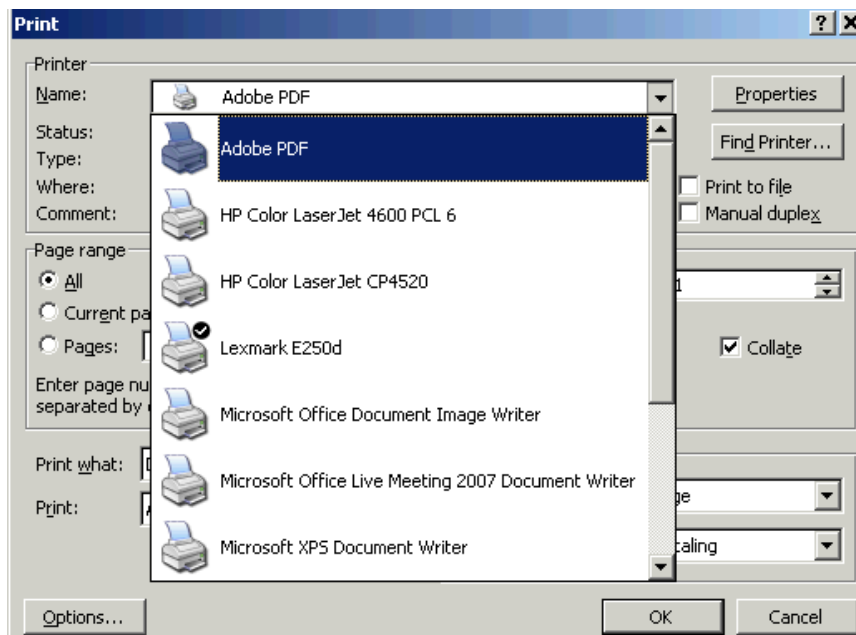
AL-LABOR-RELATIONS-BOARD

old Peck Federal Building

et: Telephone: (513) 684-3686

io: 45202-3271 Facsimile: (513) 684-3946

- e. Select Adobe PDF as the printer name.



- f. A PDF file will be created, save this PDF file on your computer where you can work on redacting the file and later upload into NxGen when finished.
- g. For assistance on how to Redact in Adobe, see Adobe instructions.

2) Upload the Redacted Document into NxGen

Since NxGen will be the vessel to hold all documents in case, Redacted Copies of documents should be stored in NxGen. Currently, there are two types of Redacted Copies.

Agency Redaction is available for documents that are redacted for FOIA compliance. This will help to maintain documents in the file that can satisfy FOIA requests and redactions will not have to be performed multiple times on the same document.

Public Redaction is available for posting documents on the Internet.

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- a. Click on the Document Info button or link. See (1) OR (2) below
1. If you are on the **Action > Task** Tab, click on the **Info** link (blue lettering) under the **Info** column.

The screenshot shows the 'Actions' tab with a table of actions. A red arrow points to the 'Info' link under the 'Info' column in the table.


Case No.	Status	IA Category	Action Team
09-CA-042383	Open		EKILPATR

Case Name	Action Determination	Expedited	Office Assigned
09-CA-042383			Division of Operations Ma

Action Name	Action Disposition	Expedited Reason	Issues
Compliance Determin.			

Action Type	Action Disposition Date	Due Date	Allegations

View	Info	Task Type	Description	Document Subty	Next Approver	Filed Date	Finalized Date	Issuance C
>	View Info	Document	SUB.09-CA-042383.Charging Party Duces Subpoena or Subpo					9/12/2010 1

2. If you are on the **Action > Document** Tab, click on the Info icon  under the Info column.

The screenshot shows the 'Documents' tab with a table of documents. A red arrow points to the 'Info' icon under the 'Info' column in the table.


Case No.	Status	IA Category	Action Team
09-CA-042383	Open		EKILPATR

Case Name	Action Determination	Expedited	Office Assigned
09-CA-042383			Division of Operations Ma

Action Name	Action Disposition	Expedited Reason	Issues
Compliance Determin.			

Action Type	Action Disposition Date	Due Date	Allegations

Filter	Documents	Emails	Showing 1 to 1 of 1 entries
	Info		

Info	Document	Date	Date Description	Party	Compliance	Sensitive	Functions
	SUB.09-CA-042383.Charging Party Duces Tecem subpoena	09/12/2010	Issued	NLRB - GC	✓	✓	

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The Document Information Window opens.

Case 09-CA-042383

[Check Out](#) [Quick Edit](#) [Close](#)

Document Title: FIR.09-CA-042383.Agenda Minute
Document Subtype: FIR/Agenda Outline/Agenda or Panel Minute/ WD memo/ Settlement Recommendation/ Intrnl Decisional Doc
Participant Type: NLRB - GC
Action: Compliance Determination
Visible: Office
Review Status: Accept

Created: 09/12/2010
Modified: 09/12/2010
Filed: 09/12/2010
Issued:
Finalized:
Sensitive: No
Compliance: Yes
Public: No

Working Copies

division of operations managemen Copy [Create Copy](#)

gc side Copy [Create Copy](#)

Redacted Copies

Agency Redaction [Browse...](#) [Create](#)

Public Redaction [Browse...](#) [Create](#)

Version History

Document Title	Last Modified	Modified By	Version	Make Current
FIR.09-CA-042383.Agenda Minute	09/12/2010	Hamrick, Margaret	1.0, CURRENT	

- Upload the Redacted Adobe document in the **Public Redaction** area.
- Locate the document by using the **Browse** button.
- After the file is located, click the **Create** button and the file will be uploaded into NxGen.
- Document metadata is available to indicate the date the Redacted Copy was created and by whom.
- The redacted copy can be viewed by clicking on the **Public Redaction Link**
- If necessary, the document can be deleted by clicking the Red X.

Redacted Copies

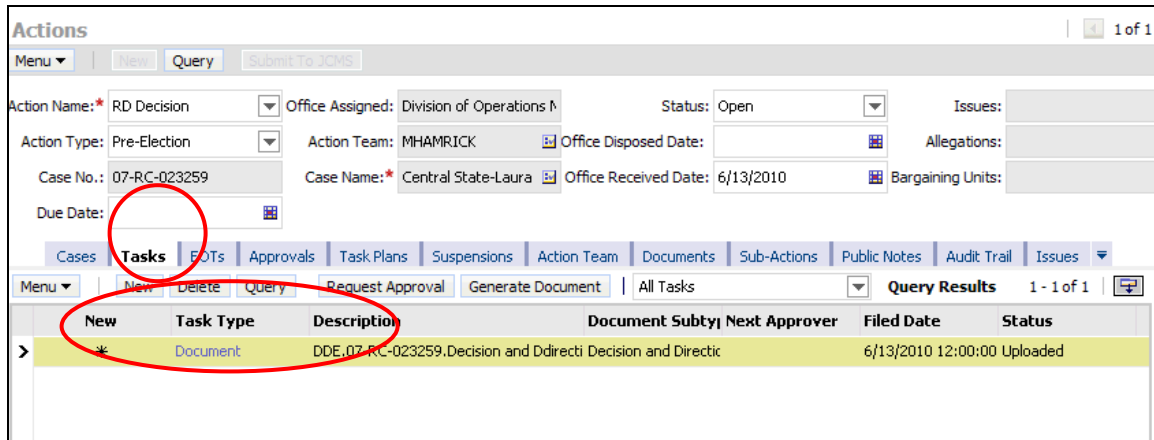
[Public Redaction](#) Modified by mhamrick on 01/24/2011 [X](#)

Agency Redaction [Browse...](#) [Create](#)

3) Mark the Document Public from the Document View

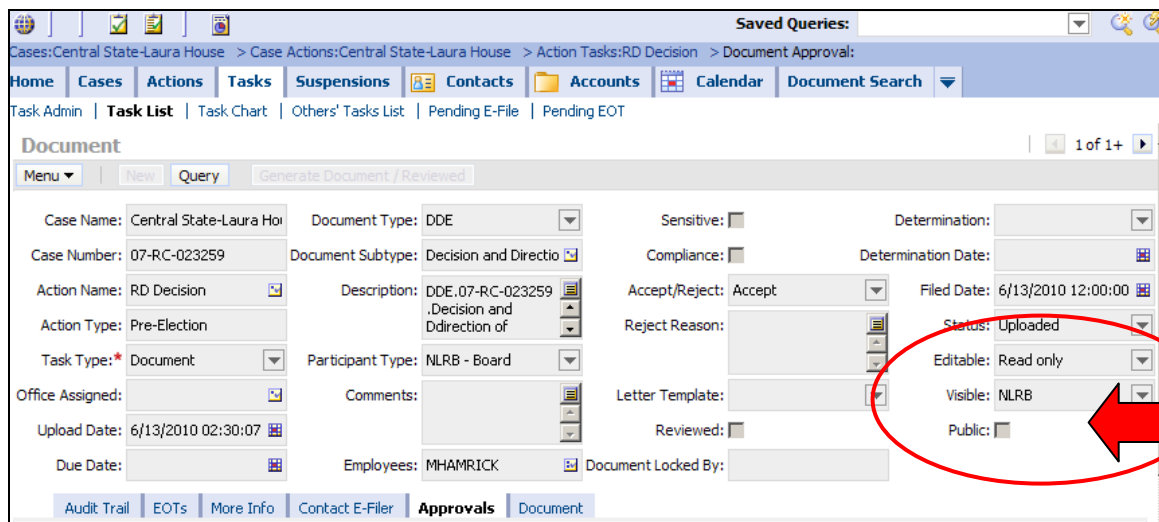
After the document has been reviewed, check the Public Flag checkbox. This can be accomplished using the Document Task in NxGen

- a. Close the Document Info Window and you will be returned to the Document Task.



New	Task Type	Description	Document Subty	Next Approver	Filed Date	Status
>	* Document	DDE.07-RC-023259.Decision and Ddirecti	Decision and Directic		6/13/2010 12:00:00	Uploaded

- b. Verify the **Editable Field** is "Read Only". Verify the **Visible Field** is "NLRB." Use the drop down selections to change the Field if necessary. Click on the checkbox next to **Public** to mark appropriately.



Case Name: Central State-Laura House | Document Type: DDE | Sensitive: ☐ | Determination:

Case Number: 07-RC-023259 | Document Subtype: Decision and Directio | Compliance: ☐ | Determination Date:

Action Name: RD Decision | Description: DDE.07-RC-023259 | Accept/Reject: Accept | Filed Date: 6/13/2010 12:00:00

Action Type: Pre-Election | Document Subtype: .Decision and Ddirection of | Reject Reason:

Task Type: * Document | Participant Type: NLRB - Board | Letter Template:

Office Assigned: | Comments: | Reviewed: ☐ | Document Locked By:

Upload Date: 6/13/2010 02:30:07 | Employees: MHAMRICK


Due Date:

Audit Trail | EOTs | More Info | Contact E-File | Approvals | Document

Editable: Read only | Visible: NLRB | Public: ☐

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. How do I remove a document from the Public Website?
 - a. All you need to do is uncheck the Public Flag on the Document Task.
2. How do I delete a document that is the wrong one?
 - a. Go to the Document Info View using the Info Link or Info Icon. Click on the Red X under Redacted Copies.

Redacted Copies	
Public Redaction	Modified by mhamrick on 01/24/2011 <div>  </div>
<i>Agency Redaction</i>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Create"/>